

## **DunMar Exhibit Services**



A Full Service Exhibit House  
And  
Trade Show Contractor

## **45<sup>th</sup> Annual Occupational Health and Preventive Medicine Conference** **March 18 - 23, 2006** **Hampton Roads Convention Center** **Hampton, Virginia**

### **Welcome Exhibitors!**

**DUNMAR EXHIBIT SERVICES (DES)** is pleased to serve as the Official Service Contractor for the 45<sup>th</sup> Annual Occupational Health and Preventive Medicine Conference.

**Booth Package:** Booths ( 10' x 10' ) will be set with 8' high back drape and 3' high side rails in the show colors (Blue & Gold) The booth package includes:

- One (1) 6' Skirted table
- Two (2) Chairs
- One (1) Wastebasket
- One (1) 7" x 44" ID Sign

**The above items are provided by Show Management and will be placed in your booth prior to your arrival.**

### ***AISLES WILL BE CARPETED***

<b>Exhibitor Move-In:</b>	Sunday, March 19, 2006	Noon to 5:00 PM
	Monday, March 20, 2006	7:00 AM to 10:00 AM
<b>Exhibit hours:</b>	Monday, March 20, 2006	10:30 AM to 5:00 PM
	Tuesday, March 21, 2006	8:00 AM to 2:30 PM
<b>Exhibitor Move-Out:</b>	Tuesday, March 21, 2006	2:30 PM to 5:00 PM

**Freight Handling:** Due to space restrictions, **the convention facility may not be able to receive advance freight.** Please ship any advance freight to our facility using the enclosed form. Your freight will be placed in your booth prior to your arrival for exhibitor set-up. To have your freight forwarded at the close of the show, complete the outbound shipping documents and turn them in to our Dunmar representative. You will incur additional costs if you abandon your freight or exhibit. **DES will have priority on loading docks at all times.**

**Electrical/Phone/A/V** Electrical, Phone, & Audio Visual service is provided by the Hampton Roads Convention Center and will be charged separately. For your convenience, their forms have been provided in our show kit. Please fax your orders for Electrical, Phone, & Audio Visual service directly to the Hampton Roads Convention Center.

***See you at the show!***

Dunmar Exhibit Services  
130 S. Military Highway  
Norfolk, VA 23502  
Tel (757) 461-8888 ext. 214 Fax (757) 461-5192

**45<sup>th</sup> ANNUAL OCCUPATIONAL HEALTH AND  
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MARCH 18 - 23, 2006  
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HAMPTON, VA**

## **PAYMENT POLICY**

**PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES.**

- **DES** requires payment in full at the time services are ordered. **DES requires that you provide a credit card authorization with your initial order.** For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.
- **DISCOUNT PRICES:** To qualify for discount pricing, orders and FULL PAYMENT by a check drawn on U.S. Funds or a credit card must accompany your order and be received by the discount price deadline.
- **SHOW SITE ORDERS:** Services ordered at the show site will not be processed without full payment at the time the order is placed.
- **THIRD PARTY ORDERS:** If you contract work to a display or exhibit house and require services from DES the payment policy stated above applies. Payment must be received from the Third party prior to the contract date or such charges become the responsibility of the exhibiting firm.
- **METHOD OF PAYMENT:** Dunmar Exhibit Services accepts MasterCard, Visa, Discover, American Express, check and bank wire transfer. **Credit Card authorization is still required even if you pay by check or wire transfer.** Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. bank. Exhibitors will be charged a \$29.00 fee for returned NSF checks.
- **SALES/RENTAL TAX:** Sales & rental taxes (6%) will be added to all rentals and materials. If you are tax exempt, a copy of your Tax Exempt Certificate for Virginia must accompany your order. ONLY the 5% sales tax is exempt. The 1% rental tax is MANDATORY regardless of your organization.
- **CANCELLATIONS:** Items cancelled will be charged at 50% of original price after move-in begins and 100% of original price after installation.
- **BANK WIRE TRANSFER INFORMATION:** To properly credit your account, send the following information to the DES address listed on the order forms:
  - ☐ Exhibiting Company name and Show name
  - ☐ Date and amount of Transfer
  - ☐ Bank, city and state where transfer originated
  - ☐ Wire Funds to: Dunmar Exhibit Services  
C/o SunTrust Bank  
5 Main Plaza East, Norfolk, VA 23501  
Account No. 201750406; ABA No. 051000020  
Telephone No. 757.873.7833

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# **PAYMENT & CREDIT CARD AUTHORIZATION**

EXHIBITOR				<b>All orders are governed by the DES Payment Policy</b>
ADDRESS		CITY	STATE ZIP	
TELEPHONE		FAX		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PRINT	DATE	

## **CREDIT CARD CHARGE AUTHORIZATION (Please Provide Security Code & Expiration Date)**

<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS												SECURITY CODE _ _ _ _		Expiration Date:			
ACCOUNT NUMBER																	
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE										CITY		STATE		ZIP		<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL	
CARDHOLDER'S SIGNATURE										CARDHOLDER'S NAME - PRINT							

**Please complete the information requested and return payment in full with this form and your orders.** You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card authorization to be on file with DES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

## **CALCULATION OF ORDERS**

	TOTAL FROM EACH FORM
Freight Handling	
Installation - Dismantle Labor	
Standard Furnishings	
Standard Carpet	
Plants	
Booth Cleaning	
Other Items (Specify)	
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>

To simplify payments, send one check payable to Dunmar Exhibit Services for the entire amount or note the amount to be charged to your credit card.

<b>Charge My Credit Card in the Amount of</b>	<b>\$</b>
<b>Check Enclosed in the Amount of</b>	<b>\$</b>

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# **FREIGHT HANDLING ORDER FORM**

## **ALL SHIPMENTS MUST BE PREPAID - COD SHIPMENTS WILL NOT BE ACCEPTED**

(Weight is based on incoming weight only – no allowance will be made for attrition during the show)

**Shipments received at advance warehouse:** Unloaded, stored up to 30 days, delivered to the unloading area of the exhibit facility; taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at close of the show, moved to a loading area, reloaded on exhibitor vehicles, van lines, or common carrier at the show facility or returned to Warehouse for forwarding.

**Shipments received at exhibit facility:** Unloaded from exhibitor or common carrier vehicles, delivered to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at close of the show, moved to a loading area, reloaded on exhibitor vehicles, van lines or common carrier at the show facility or returned to Warehouse for forwarding.

**Overtime Surcharges** apply if shipments are handled before 8:00 AM or after 4:30 PM Monday through Friday, all day on Saturday, Sunday and Holidays or if shipments are handled during overtime hours due to scheduling conflicts beyond Dunmar's control. This surcharge will also apply to shipments that are received past the Advance Shipment Deadline unless late shipping is cleared with a Dunmar representative.

<b>HANDLING IN &amp; OUT AT WAREHOUSE Advance Shipments To Warehouse &amp; Returned For Forwarding After Show</b>	<b>Incoming Weight Only Rounded Up to next 100 lbs. Shipment Weight x Rate/100 LBS</b>		<b>Minimum per Shipment</b>	<b>Estimated Charges</b>
Crated, Cases, Cartons – Skidded ONLY	lbs.	45.00	90.00	
Small Packages-Under 25 lbs.-rate per each pkg.	pkgs.	30.00	30.00	
<b>Shipment Returned to Warehouse for Forwarding</b>	lbs.	15.00	30.00	
<b>HANDLING IN &amp; OUT AT SHOWSITE (Rec'd during installation period only!)</b>				
Crated, Cases, Cartons – Skidded ONLY	lbs.	42.50	85.00	
Small Packages-Under 25 lbs.-rate per each pkg.	pkgs.	20.00	20.00	
<b>Shipment Handled Out at Show Facility</b>	lbs.	10.00	20.00	
<b>SPECIAL SERVICES</b>				
Pallet Jack with Operator			35.00	
Forklift Service Quoted Upon Request	hr.	½ hr	1hr hr	
<b>Pick up &amp; Del. rates/late warehouse deliveries</b>				
Local Hauling – Van & 1 Man – Straight Time	hr.	65.00 per hr.		
Local Hauling – Van & 1 Man – Overtime	hr.	97.50 per hr.		
Other – Please call for information and prices				
<b>TOTAL ESTIMATED CHARGES</b>				<b>\$</b>

**WAREHOUSE SHIPPING ADDRESS:** To: Exhibitor's Firm Name  
For: Tradeshow Name  
C/o: Dunmar Exhibit Services  
130 S. Military Highway  
Norfolk, VA 23502

**Freight must be rec'd by 3/13/06**

**Dunmar Exhibit Services  
130 S. Military Highway  
Norfolk, VA 23502  
Tel (757) 461-8888 ext. 214 Fax (757) 461-5192**

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## **FREIGHT HANDLING INFORMATION & POLICY**

EXHIBITOR				<b>Advance Shipment DEADLINE 3/13/06</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			<b>All orders are governed by the DES Freight Handling &amp; Payment Policies</b>
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT		DATE	

**INBOUND SHIPMENT INFORMATION** (Attach a separate sheet for multiple shipment)

Shipper (Name) \_\_\_\_\_ Shipped From (City) \_\_\_\_\_  
 Shipped Via (Truck Line, Airline Name) \_\_\_\_\_ Pro No. \_\_\_\_\_  
 Shipped On (Date) \_\_\_\_\_ Estimated Arrival Date \_\_\_\_\_  
 Total No. of Shipments \_\_\_\_\_ Total No. of Pieces \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs.

Inbound and Outbound traffic schedules are the responsibility of the Official Drayage Contractor. To ensure prompt handling of exhibit material in and out of the exhibit hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor.

**IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SHIPPING ARRANGEMENTS**, unless you elect to use the show Preferred Carrier. If electing to use the Preferred Carrier, please leave that space blank on the bill of lading. DES will forward all shipments to the carriers specified on the Bill of Lading you prepare, or by our preferred carrier within two business days.

**Outbound Shipping Instructions:** Information should be given to DES prior to, during the show or immediately after its close. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Do not abandon your exhibit until a bill of lading has been prepared and turned into the Dunmar representative. **The materials must have shipping labels on them.** Freight remaining on the exhibit floor without proper instructions for disposition will be removed by DES and shipped with the information available at the time. Under no circumstances will DES be liable for shipping errors or costs subsequent to the show.

**Outbound Shipment Information:**

Ship From: ☐ Show Site if applicable (**Exhibitor must make shipping arrangements**)  
☐ Warehouse No. Pcs. \_\_\_\_\_ Weight \_\_\_\_\_ lbs.

Consigned to \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Ship By: ☐ Preferred Carrier ☐ Other \_\_\_\_\_ Account No. \_\_\_\_\_

**Liability**

DES will not be responsible for damage to uncrated or improperly packed materials, or concealed damage, loss or theft after items are placed in exhibitor's booth, or before we have removed items from the exhibit hall. DES will not be responsible for any loss, damage or delay resulting from acts of God, fire, strikes, lockouts, or work stoppages of any kind. Liability for any damage caused by Dunmar will be limited to 0.30 per pound, per article, not to exceed \$50.00 per article, and a maximum of \$1,000.00 per shipment. Please be sure all your exhibit equipment is properly insured against all hazards, including fire and theft, while in transit to and from the show and while at the show.

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# EXHIBIT INSTALLATION & DISMANTLE ORDER FORM

EXHIBITOR				<b>All orders are governed by the DES Payment Policy</b>
ADDRESS		CITY	STATE ZIP	
TELEPHONE		FAX		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PRINT	DATE	

## SUPERVISION SERVICES

☐ **DES SUPERVISED (OK to Proceed) Set Up Instructions Should be Included in Shipment**

DES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.

**A 25% (\$25.00 minimum) surcharge** will be added to the labor rates below for this professional supervision

☐ **EXHIBITOR SUPERVISED (Do not Proceed)**

Exhibitor will supervise:

- Installation  
Exhibitor needs workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_
- Dismantle  
Exhibitor needs workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please confirm other starting times prior to the beginning of the show. Labor cancelled without 24 hours notice will be charged a one (1) hour cancellation fee per worker. If the exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

## EXHIBIT LABOR RATES

### Times

### Hourly Rates

Straight Time	Between 8:00 AM and 4:30 PM Weekdays	\$48.00
Overtime	Before 8:00 AM and after 4:30 PM Weekdays and all day Saturday, Sunday & Holidays	\$58.00

A minimum of one (1) hour will be charged for each worker ordered. Labor will then be charged in one-half (1/2) hour increments. Gratuities in any form are prohibited.

Please estimate the number of workers and hours per worker needed below. Final charges will be calculated according to actual hours worked.

	No. Workers	x	Hours/Worker	=	Total Worker Hours	@ Rate	Total
Installation							
Dismantle							
Total Services Ordered							
Add 25% DES Supervision							
<b>Total Payment Enclosed</b>							<b>\$</b>

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**PLANT & FLORAL  
ORDER FORM**

EXHIBITOR				<b>ORDER DEADLINE 3/13/06</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			<b>All orders are governed by the DES Freight Handling &amp; Payment Policies</b>
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PRINT		DATE	

All plants are for rent only and **must be ordered in advance**. Rates are based on a standard 3-day show or less. To avoid substitutions, large orders should be placed as soon as possible. Dunmar Exhibit Services reserves the right to retract this service in the event there are less than 5 Exhibitors requesting this service. If this occurs, Exhibitors will be notified prior to show set-up.

**PLANTS (RENTAL)    1% Rental Tax will be added to order**

Quantity	Item	Price	Total
	2' Green Plant	\$35.00	
	3' Green Plant	\$45.00	
	4' Green Plant	\$60.00	
	5' Green Plant	\$75.00	
	Large Fern	\$45.00	
	Mums (Or similar Flowering Plant)	\$45.00	
	Custom Floral Arrangement (SALE ONLY)	\$125.00	
		<b>Sub- Total</b>	
		<b>1% Rental</b>	
		<b>Total Payment Enclosed</b>	<b>\$</b>

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# **CLEANING ORDER FORM**

EXHIBITOR				<b>All orders are governed by the DES Payment Policy</b>
ADDRESS		CITY	STATE ZIP	
TELEPHONE		FAX		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PRINT	DATE	

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. Cost of vacuuming will be invoiced on the total area of your booth based on **100 square foot minimum**.

**Please Note** – DES reserves the right to retract this service in the event there are less than five (5) orders. Exhibiting companies requesting this service will be notified if this occurs.

## **BOOTH CLEANING SERVICES** *PLEASE MARK YOUR SELECTIONS*

### **Vacuum, Dust, Empty Wastebasket**

Regular (No Discounts)

- |   |                              |        |
|---|------------------------------|--------|
| <input type="checkbox"/> Daily*                   | cost per square foot per day | \$ .25 |
| <input type="checkbox"/> One Time (Prior to Show) | cost per square foot         | \$ .21 |

**Other** – Please Specify (Rates available upon request)

☐ \_\_\_\_\_

## **CALCULATION OF ORDER**

\* Calculate  days when ordering daily service Booth Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

	SQ. FT.	x	RATE	x	NO. DAYS	TOTAL
Vacuuming						
<b>Total All Lines</b>						<b>\$</b>
<b>Total Payment Enclosed</b>						<b>\$</b>

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The following Utility Service Order Form  
Telecommunications Order Form, and  
Audio Visual Form are ordered  
DIRECTLY THROUGH THE  
HAMPTON ROADS CONVENTION CENTER.  
THESE FORMS ARE PROVIDED BY  
DUNMAR EXHIBIT SERVICES  
AS A COURTESY FOR YOUR  
CONVENIENCE ONLY.

ALL ORDERS MUST BE PLACED 14 DAYS PRIOR TO SHOW DATE  
DEADLINE 3/6/06

**45th Annual Occupational Health & Preventative  
Medicine Conference  
Hampton Roads Convention Center  
March 18 - 23, 2006**

# FURNITURE AND ACCESSORIES ORDER FORM

EXHIBITOR					Discount Price Deadline March 13, 2006				
ADDRESS		CITY		STATE					
TELEPHONE					FAX				
AUTHORIZED CONTACT SIGNATURE					AUTHORIZED CONTACT - PRINT			DATE	
All Orders are governed by the DES Payment Policy									
QUANTITY		REGULAR	DISCOUNT	TOTAL	QUANTITY		REGULAR	DISCOUNT	TOTAL
<b>SKIRTED DISPLAY TABLES - 24"W x 30"H</b>					<b>DRAPED RISERS</b>				
	4' Long Table	\$50.00	\$45.00			4' x 12" x 12"	\$35.00	\$30.00	
	6' Long Table	\$60.00	\$55.00			6' x 12" x 12"	\$45.00	\$40.00	
	8' Long Table	\$70.00	\$65.00		<b>SPECIAL DRAPING</b>				
<b>SKIRTED DISPLAY TABLES - 24"W x 42"H</b>						3'H - linear ft.	\$3.50	\$3.00	
	4' Long Table	\$60.00	\$55.00			8'H - linear ft.	\$4.50	\$4.00	
	6' Long Table	\$75.00	\$70.00			12'H -linear ft.	\$6.50	\$6.00	
	8' Long Table	\$90.00	\$85.00		<b>SPECIAL DRAPE COLOR (Circle One)</b> Beige Black Blue Burgundy Hunter Green Silver Red White				
<b>TABLE SKIRT COLOR (Circle One)</b> Beige Black Blue Burgundy Hunter Green Silver Red White					<b>CARPET</b>				
<b>FURNITURE (Round Tables - Blue Table Cloths)</b>						9' x 10'	xxx	\$85.00	
	30"or 36" Round Table	\$58.00	\$50.00			9' x 20'	xxx	\$170.00	
	30"or 36" Cocktail Table	\$68.00	\$60.00			9' x 30'	xxx	\$255.00	
	Padded Counter Stool	\$48.00	\$40.00		<b>CUSTOM CUT CARPET</b>				
	Black Folding Chair	\$22.00	\$15.00		_____ ft. x _____ ft. = _____ sq. ft.				
	Easel	\$45.00	\$35.00		_____ sq. ft. @ 1.75 per sq. ft. installed = _____				
	Bag Holders	\$55.00	\$45.00		<b>CARPET PADDING</b>				
	Wastebasket w/liner	\$11.00	\$8.00		_____ ft. x _____ ft. = _____ sq. ft.				
	Stanchions & Chain	\$40.00	\$25.00		_____ sq. ft. @ .75 per sq. ft. installed = _____				
<b>DISPLAY PANELS</b>					<b>CARPET COLOR (Circle One)</b>				
	Velcro Boards 4' x 8'	\$90.00	\$75.00		Blue Burgundy Gray Green Red Teal Black				
Custom Wood Framed Velcro Boards		\$150.00	\$125.00		<b>ALL CARPET AND CARPET PADDING MUST BE ORDERED IN ADVANCE</b>				
	Peg Boards w/Pegs	\$150.00	\$125.00						
Circle One - Horizontal or Vertical					<b>SUBTOTAL</b>				
<b>TABLE TOP DISPLAYS</b>		\$150.00	\$125.00		<b>If Not Tax Exempt 5% Sales Tax</b>				
<b>POP UPS AVAILABLE - CALL FOR QUOTE</b>					<b>1% Rental Tax</b>				
<b>TOTAL ALL ITEMS ORDERED WITH PAYMENT ENCLOSED</b>							<b>\$</b>		

**PRICES INCLUDE INSTALLATION, RENTAL AND REMOVAL**

**CANCELLATION POLICY: ITEMS CANCELLED WILL BE CHARGED AT 50% OF ORIGINAL PRICE AFTER MOVE-IN BEGINS AND 100% OF ORIGINAL PRICE AFTER INSTALLATION**

**Dunmar Exhibit Services  
130 S. Military Highway  
Norfolk, VA 23502 Tel: 800.446.3105 ext 214 Fax: 757.4615192**



## UTILITY SERVICE ORDER FORM

1610 Coliseum Drive, Hampton Virginia 23666  
Phone (757-315-1618) Fax (757-315-1612)

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Room: \_\_\_\_\_ Booth # \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

In order to receive the advance rate, order form with payment must be received 14 days prior to the event. Payment in full must be received prior to delivery of service

Quantity	Description	Advance Rate	Floor Rate	Total
	2000 watt Receptacle 110 Volt (20 Amps)	\$50.00	\$70.00	

Lights and Other Equipment				
Quantity	Description	Advance Rate	Floor Rate	Total
	Flood Lamp (500W) electricity required	\$50	\$60	
	Extension cord (electricity required)	\$15	\$15	
	Multi Plug Power Strip (electricity required)	\$15	\$15	

Special Electric Service				
Quantity	Description	Advance Rate	Floor Rate	Total
	1 Phase, 208 Volt , 30 Amps	\$175	\$225	
	1 Phase, 208 Volt, 60 Amps	\$250	\$300	
	1 Phase, 208 Volt, 100 Amps	\$325	\$375	
	1 Phase, 208 Volt, 200 Amps	\$450	\$500	
	3 Phase, 208 Volt, 30 Amps	\$250	\$325	
	3 Phase, 208 Volt, 60 Amps	\$350	\$425	
	3 Phase, 208 Volt, 100 Amps	\$400	\$475	
	3 Phase, 208 Volt, 200 Amps	\$550	\$600	

For 277V or 480V please contact Operations Manager 757-315-1621

Water and Drainage Service				
Quantity	Description	Advance Rate	Floor Rate	
	Water Connection, 45 PSI, 1/2" Line	\$100	\$120	
	Lines above 1/2 "	\$150	\$180	
	Drain Connection, 3/4 " line	\$60	\$80	
	Drain Connection above 3/4"	\$90	\$135	
	One Time Water Fill & Drain (200 Gallons)	\$50	\$125	
	Additional 100 Gallons	\$50	\$50	

Electricians and Plumbers \$40 Hr 8AM-5Pm Mon-Fri \$60 Hr All other Hrs, holidays, and all day Saturday and Sunday

### CREDIT CARD ORDERS MAY BE FAXED TO: 757-315-1612

Card holder signature and expiration date required

Make checks payable to Hampton Roads Convention Center

Payment Method: M/C \_\_\_\_\_ VISA \_\_\_\_\_ AMEX \_\_\_\_\_ Check \_\_\_\_\_

Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

Only one outlet will be provided for each power line ordered  
Power can not be shared between booths  
Power is located in most convenient location unless noted on form  
No refunds for services already installed  
Locate desired location for power on diagram at right

REAR



Rates quoted cover bringing of service to the booth, and does not include  
Connection of equipment  
All wiring or electrical work done on exhibitor equipment charged on a time and  
material basis.

**TAGGING OF EQUIPMENT FOR PROPER VOLTAGE, PHASE, CONNECTIONS, ETC. IS THE  
EXHIBITORS RESPONSIBILITY**

Exhibitors should provide their own power conditioning for sensitive equipment  
HRCC is not responsible for voltage or frequency variances  
Any motor larger than ½ hp must have a safety switch  
All power is provided from the floor  
Any changes in power location after installation will reflect a one hour labor charge  
All exhibits must be wired in accordance with the National Electric Code  
All electrical and plumbing work must be performed by HRCC staff

# HAMPTON ROADS CONVENTION CENTER

## TELECOMMUNICATION ORDER FORM

1610 Coliseum Drive, Hampton, VA 23666

Phone: 757- 315-1610 Fax; 757-315-1612

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Room # \_\_\_\_\_ Booth # \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**FULL PAYMENT MUST BE RECEIVED 14 DAYS IN ADVANCE OF EVENT TO GUARANTEE SERVICE AND  
RECEIVE ADVANCE RATE**

**Phone services consist of Tone dialing, analog lines w/ high speed data switching capabilities**

**5% VA TAX ADDITIONAL**

Telecommunication Equipment and Service				
Qty		Advance	Floor Rate	Total
	Analog Phone Line	\$125	\$150	
	Standard Desk Telephone	\$25	\$30	
	Voice Mail	\$20	\$30	
	Teleconference Telephone	\$150	\$175	

Technology and Cable Service				
Qty		Advance	Floor Rate	Total
	T-1 High Speed Internet Connection	\$450		
	Additional IP Address	\$100		

Dialing Restrictions: Local, 800, & Credit Card only \_\_\_\_\_ Long Distance \_\_\_\_\_ International \_\_\_\_\_

An acceptable credit card is required for any service other than local. Your card will be charged for all long distance calls.

Long distance cost is .20 per minute, and there is no charge for local calls

### CREDIT CARD ORDERS MAY BE FAXED TO: 757-315-1612

Card holder signature and expiration date required

Make checks payable to Hampton Roads Convention Center

#### Payment Method:

M/C \_\_\_\_\_ VISA \_\_\_\_\_ AMEX \_\_\_\_\_ Check \_\_\_\_\_

Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Address: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

# HAMPTON ROADS CONVENTION CENTER

## AUDIO-VISUAL ORDER FORM

1610 Coliseum Drive, Hampton, VA 23666

Phone: 757-315-1610 Fax: 757-315-1612

Event: \_\_\_\_\_ Event Date \_\_\_\_\_

Room #: \_\_\_\_\_ Booth #: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Full payment must be received 14 days in advance of event to guarantee service and receive advance rate  
5% VA State sales tax additional

EQUIPMENT	RATE	QUANTITY	TOTAL
<b>PROJECTORS</b>			
LCD Projector	\$300		
Overhead Projector	\$35		
Slide Projector	\$35		
<b>SCREENS</b>			
6' x 6' Tripod Screen	\$30		
8' x 8' Tripod Screen	\$40		
8' x 8' Wide Format Screen	\$50		
10' x 10' Tripod Screen	\$90		
10' x 10' Fast Fold Screen	\$90		
<b>VIDEO-PRESENTATION EQUIPMENT</b>			
27" Color Television	\$85		
DVD/VHS Combo Player	\$65		
DVD/CD Player	\$65		
Easel	\$5		
Flipchart Easel w/ Pad & Pen	\$25		
Laser Pointer	\$25		
<b>AUDIO EQUIPMENT</b>			
Microphone	\$30		
Wireless Microphone, handheld	\$75		
Lavaliere Microphone	\$35		
Lavaliere Microphone, Wireless	\$75		
8 Channel Mixer	\$65		
Portable PA System (250 people)	\$250		
Portable PA System (500 people)	\$500		
Mixer Patch to House Sound System	\$250		
Audio Technician	\$40 HR		

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M/C \_\_\_\_\_ Visa \_\_\_\_\_ AMEX \_\_\_\_\_ Check \_\_\_\_\_

Card #: \_\_\_\_\_ Security Code: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_

Card holder signature: \_\_\_\_\_